



Example of Account Receivable Manager Job Description

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Our growing company is looking to fill the role of account receivable manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for account receivable manager

- Prepares financial assessments to determine ROI of assigned projects
- Set strategic direction for projects
- Formulate necessary business plans, organize and outline new process and establish formal policies and procedures for all new or modified processes
- Provide necessary data, analysis and relevant reports
- Understand and apply OtC processes (Cash application and collection), policies, procedures and internal control standards
- Ensure AR accounts are reconciled
- Ensure processing quality is maintained within the team
- Ensure month end closing process of receivables within given timelines
- Take care of complaint's queries, give feedback, updates to Customer and ensure completion
- Drive KPI reporting activities

Qualifications for account receivable manager

- Minimum of a high school diploma or GED, some college preferred
- Certification in area of expertise preferred
- Excellent research, problem-solving and analytical skills as it relates to Revenue Cycle area of expertise
- Ability to problem solve and create alignment across several internal

- Leadership, managerial, and team building skills